
City Manager Update

AUGUST 2024

KEY DATES & EVENTS

AUGUST 1, 5:00 - 8:00 PM
Special Meeting: Noise Ordinance/ Outdoor Dining

AUGUST 1, 6:00 PM
Back to School Open House and Expo

AUGUST 6, 9:00 AM - 3:00 PM
Combined Commission Workshop Meeting and Budget Workshop #3

AUGUST 7, 10:00 AM
Purple Heart Recognition Ceremony

AUGUST 7 -18
Various officials travel to Scotland

SEPTEMBER 2
City offices closed for Labor Day



Hundreds of patriotically-decorated golf carts cruised the streets of downtown Dunedin on July 3 for the "Hometown USA" parade

ECONOMIC DEVELOPMENT

Pinellas Trail signs were installed



Downtown Projects

- **Mid-Town Garage** - Staff is working on a design/build scope for the new garage on Douglas Avenue and Scotland Street.
- **Skinner Blvd Road Project** – The Project Letting (Bid) took place in May. Construction is scheduled to commence in late fall.
- **Gateway** - staff is working on the termination of the development agreement along with developer deeding over the Jernigan tract as a passive park.
- **Downtown Streetscape Paver Enhancements** - The second phase of this initiative will improve walkability and overall aesthetics on the south section of Main Street from the Pinellas Trail to Broadway. Phase II is scheduled to start this fall.



Next CRA Meeting: 09/04/2024

Community Redevelopment Agency (CRA)

- The CRA Annual Report is now available on the city website.

Special Events and Projects

- The Florida Planning Conference is having a mobile tour of Downtown Dunedin on Wednesday, September 4. This is a great opportunity for Dunedin to highlight the downtown area.
- Florida Redevelopment Association is having a similar tour on Wednesday, October 23.

City-wide Project Updates

- **Coca-Cola** - Staff continues to meet regular with Coca-Cola to assist with the redevelopment of the property. Coca-Cola is closed as of May 31.

Surplus Property

- Staff continues to work with Community Development and the City Manager on the disposition of the San Christopher site.

Business Recruitment and Retention

- Staff meets with and assists the Chamber of Commerce, Dunedin Downtown Merchants Association (DDMA), and Visit Dunedin
- Staff attends the monthly Economic Development Partners meetings with leadership from the surrounding municipalities.

Affordable Housing

- Staff has structured a potential affordable housing project with Archway Partners featuring rental apartments.

Operations

- FY25 budget preparation is in progress.

INFORMATION TECHNOLOGY

Completed Projects

Upgraded NaviLine Server & Software

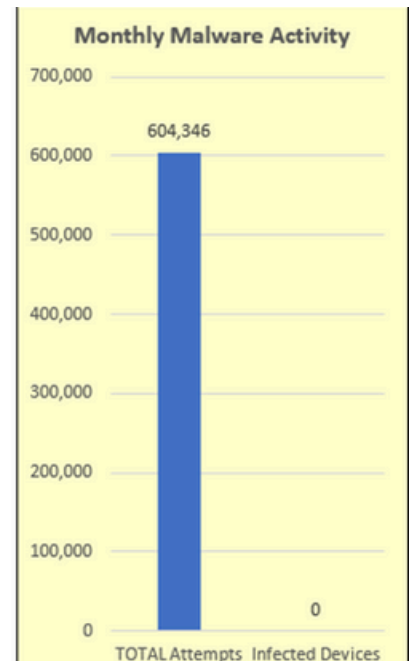
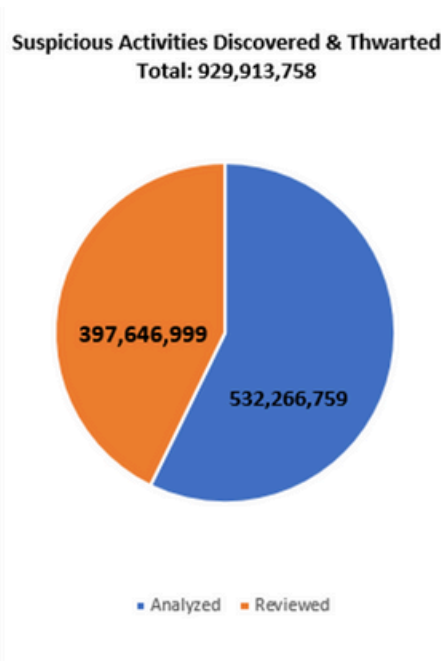
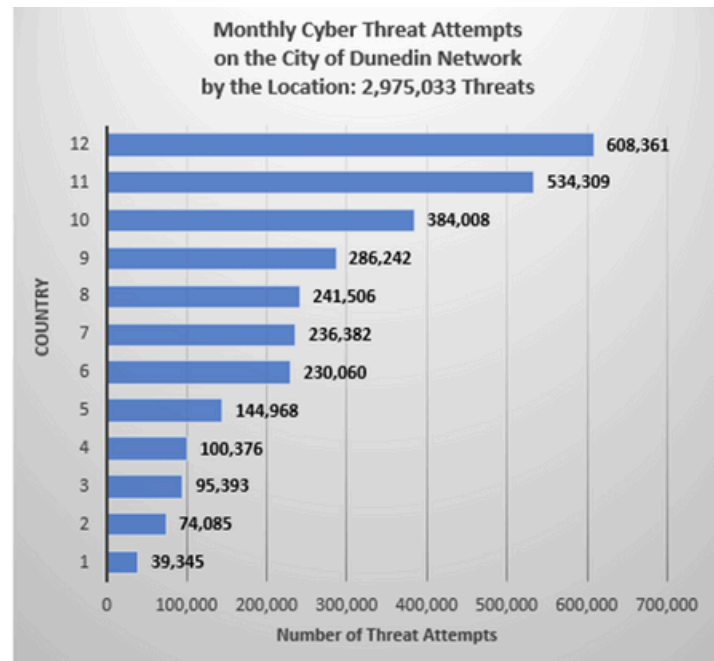
Projects in Progress

Estimated Completion

ERP (Enterprise Resource Program) Work Order System Upgrade	Fall 2024
ERP (Enterprise Resource Program) Utility Billing System Upgrade	Winter 2025
Fiber Cable Audit (of whole city to determine viability)	Winter 2024
City Fiber Cable Replacement (WW to City Hall)	Summer 2024
Conference Room A/V Computer Upgrades (citywide)	Summer 2024
Cybersecurity Monitoring & Detection Training for IT Staff	Fall 2024
Cybersecurity Training (for All City Employees)	Ongoing as of Nov 2023
Office 365 installation for One-Drive and SharePoint (citywide)	Summer 2024
Software Compliancy Monitoring Project	Ongoing as of 2023
FY24 Annual Computer Replacements	Ongoing as of Nov 2023
Install PEG (Public, Education & Government) TV Channel	Summer 2024
Implement E911 Service Citywide	Summer 2024
Repair Underground Fiber Cable Conduit on Highland Ave	Summer 2024

Future Projects

Upgrade and Move City Fiber Cabling at WWTP	Winter 2024
Major Fiber Cabling Re-splicing Project (citywide)	Winter 2024
Network Closets Wire Management Project (citywide)	Winter 2024
Security Camera Systems Installations (citywide)	Fall 2024
Public Wi-Fi Installations in designated City parks	Fall 2026



HR & RISK MANAGEMENT

Num. applications received in June: 226 | Total vacancies: 39 (full- & part-time) | Candidates selected: 9

Temporary, Seasonal, or Open-until-filled (7)

- Lifeguard I, Recreation Leader & Firefighter/Paramedic are ongoing
- Craftworker I, Craftworker II, Sanitation Associate & Public Services Maintenance Associate are open until filled

Positions where applications are under review (6)

- Sr Engineering Designer, Rec Leader II, Water Service Worker, Fleet Admin Technician, City Engineer/Asst Dir of Utilities & Sr Water Distribution Tech

Positions currently in the interview process (5)

- Engineer I/II, Asst Director of Public Works, Facility Services Manager, Communications Manager & Parks Maintenance Worker I

Candidate has been selected for position (8)

- Water Maintenance Mechanic, Water Plant Operator, Parks Maintenance Worker I (4 positions), Division Chief of Logistics & Sr Administrative Assistant

Promotions: Joe Nash – Rec Leader III; Kyle Shader – Lead Craftworker HVAC; Todd Hacker – WW Collection Foreman; Michael Blanton – Water Distribution Manager; Larry Lash – Water Distribution Foreman

New Hires: Spencer Brazen-Recreation Leader; Dakota Smith-Parks Maintenance Worker I

Self-Insured Medical Claims Experience

- Total Paid Medical & Pharmacy claims for July was \$285,535.33, which is 4.6% less than June's totals. The average weekly claims for July was \$71,383.83

Family Medical Leave Act (FMLA)

- YTD Number of Employees with approved/pending FMLA: 12 (Regular - 4, Intermittent -8, Pending - 0). Number of new requests in July: 5

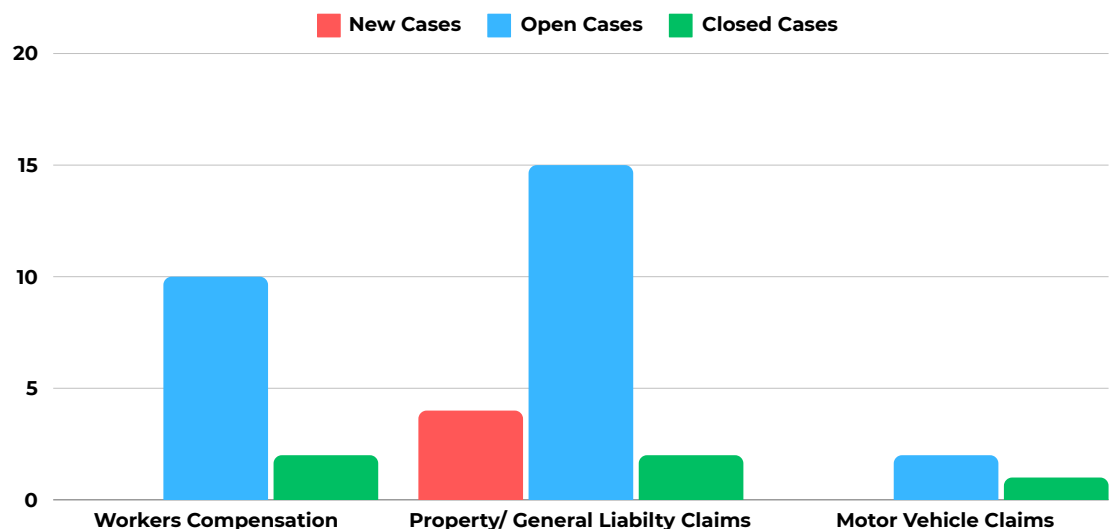
Employees Currently Working Modified Duty, Non-WC & DROP (Deferred Retirement Option Program)

- Number of employees currently working on a modified schedule (some restrictions): 3
- Number of employees in DROP: 11
- Number of employees who entered DROP during June: 1

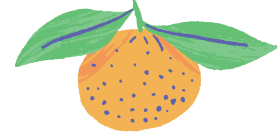
Days since last reported work-related injury: 0

Number of Disciplinary actions this month: 1

Risk Management & Safety Case Overview



FINANCE



Accounting

- Quarterly ARPA reporting through 6/30/24
- Meet with project manager at Tyler/Munis to start General Billing implementation
- Preliminary preparations and review of items in advance of fiscal year end
- Filed Quarterly Permit Surcharge with the State of Florida

BID, RFP & RFQ Status List

Recently Awarded: None

Upcoming: Bid #24-1268- "WWTP SCADA System Upgrades." for discussion CC meeting 8/06/24

Upcoming: Bid #24-1269- "Main Street Sidewalk Improvements Project." for discussion CC meeting 8/06/24

Upcoming: Bid #24-1270- "Public Works Efficiency Evaluation- Solid Waste and Fleet Services." for discussion CC meeting 8/6/24

Upcoming: Bid #24-1271- "Auditing Services." for discussion CC meeting 8/6/24

Upcoming: Bid #24-1272- "Employee Benefits Broker and Consulting Services." for discussion CC meeting 9/3/24

Under Evaluation: None

Active: RFP #24-1273- "Supply and Delivery of Submersible Pumps." Proposals due 7/30

Active: Bid #24-1274- "Supply and Delivery of a Fire Vehicle Command Box." Bids due 8/13

Active: RFQ 2381- "Demo of Dunedin Golf Club Maintenance Yard Buildings." Bids due 8/13

Active: RFP #24-1275- "Mid-Town Parking Garage Design Criteria Package." Bids due 8/20

Under Development: Roof Replacement Specs

Under Development: Air Conditioner Replacement at the Community Center

Rejected: None

CRF – Capital Recovery Fee (reclaimed water)

- 0 New CRF Loans | 5 Payoffs: \$4,692.27 | 0 Paid at install

Budget Updates

Presented Resolution 24-11 to City Commission to establish the Maximum Millage rate for FY 2025 on July 11, 2024.

Presented the FY 2025 Proposed Operating and Capital Budget to City Commission during the FY25 Budget Workshop #2 on July 15, 2024.

Presented the Resolution 24-14 to the City Commission to establish the 2nd Budget Amendment for FY 2024 on July 23, 2024.

Assisted departments with various budget inquiries and adjustments

PARKS AND RECREATION

Projects in Progress

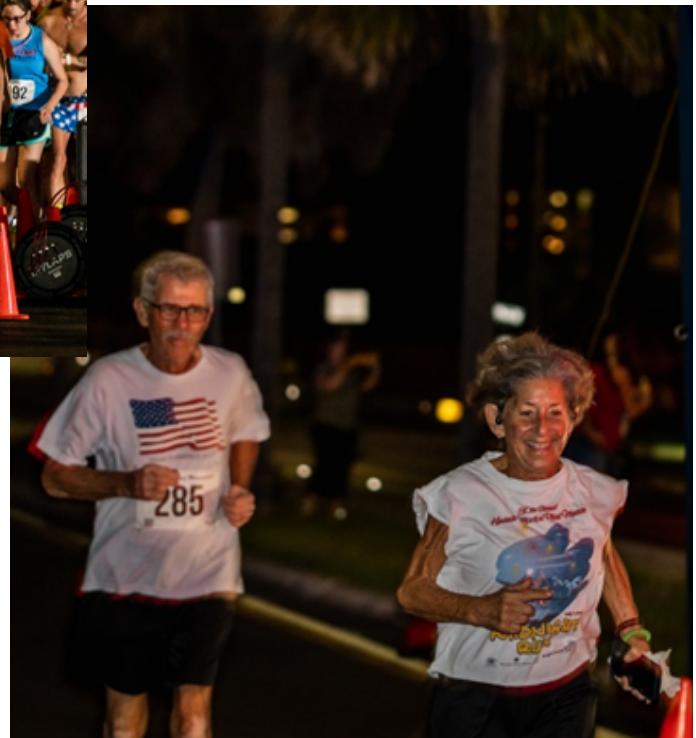
- **Pickleball Courts at Eagle Scout Park:** Construction estimated to be completed by end of summer 2024.
- **Highlander Aquatic Complex:** Staff are meeting with the architects on design.
- New fitness equipment is scheduled to arrive in early August for the **Community Center**. Facility will be closed for one week for installation.

Completed Special Events

- Celebrated and promoted July as National Park & Recreation Month
- July 3: Hometown USA at TD Ballpark
- July 3: Kiwanis Midnight Run on Dunedin Causeway (*see below*)

Personnel

- Joe Nash was promoted to Recreation Leader III, MLK Recreation Center



PARKS DIVISION

- Performed clean-up at the Hale Center and Community Center for events.
- Trimmed trees at Scotsdale Park

RECREATION DIVISION

- Summer camps are still in session with majority all being sold out. This month special camps offered were, Theater, Dance, STEM and Bricks 4 Kidz (lego).
- Multi-City Youth Coed Basketball League season concluded. The 10-12 age division team the “Dunedin Playmakers” went undefeated and won the championship at the MLK Recreation Center.
- **July 12:** WunderNite Neon Glow Party (new program!) sold out registrations (see below)
- **July 13 & 14:** The Kids Division of Dunedin Showcase Theater performed “Oink”. 20 children actors participate in this play-within-a-play spoof of the Three Little Pigs.
- **June 17:** Before/After school program registration commenced for Garrison Jones and San Jose Elementary Schools.
- **New Programs at Hale Senior Center** include Tie Dye Workshop on July 12, Groovy Summer Luncheon on July 17, Intergenerational games on July 12 and 26, and Intergenerational Trivia on July 19.



DUNEDIN GOLF CLUB

- Completion of the Donald Ross restoration project is estimated for November 2024
- Grass sprigging is complete except for holes 15 & 17 where drainage is in progress
- “Noonan!” (the new Food & Beverage Services Contractor) is finalizing plans for the clubhouse renovations and menus for the Highland House at the Dunedin Golf Club.



LIBRARY

Completed Projects & Events

- Mural completed in the reading garden
(see below)
- Summer reading program
- Staff completed tropical training session
- Staff evaluations completed

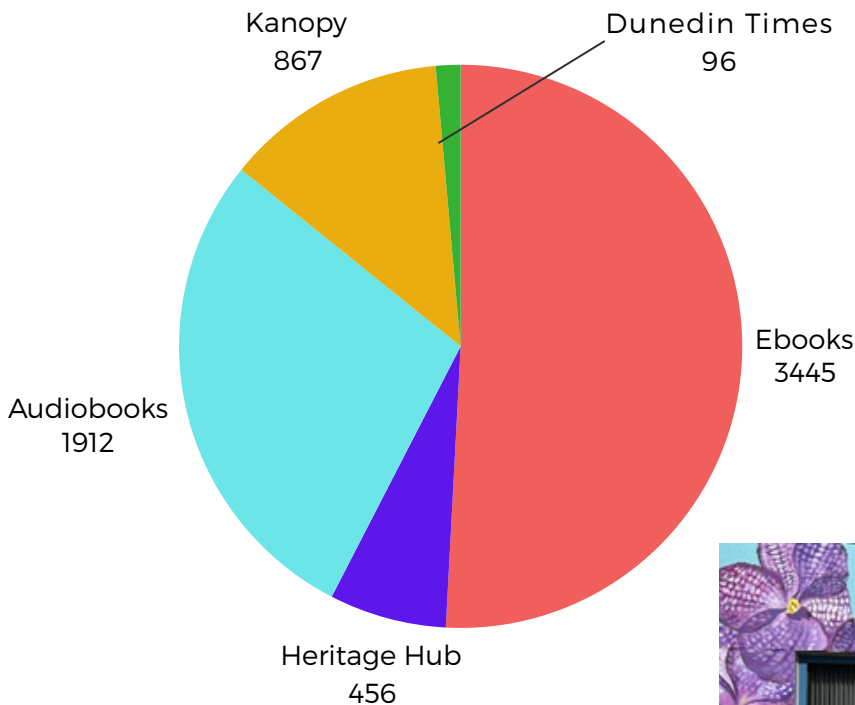
Projects & Events in Progress

- Self check-out machines on order
- Working on transition of Dunedin Times
- Kellogg Mansion exhibit travel
- **September 16-20:** Playground installation

WE DONATED 396 POUNDS TO DUNEDIN CARES FOOD PANTRY IN JULY

*Vision Statement:
Igniting the Community with Knowledge
and Experiences*

ONLINE USAGE



Total Transactions	60,788
Total Visitors	13,855
Computer Usage (minutes)	1,383
Wi-Fi Users	3,146
Items added to collection	477
Youth, Teen & Adult Programs	72
Youth, Teen & Adult Attendance	2,192
Passport applications processed	50
AWE - Early Education Computers	38
Museum Passes checked out	85
Adult Volunteer Hours	109
Youth Volunteer Hours	355.5
Study Room Users	217
Notary Stamps	29
Seed Packets Checked Out	303
Branch Library Visitors	252
Homebound delivery patrons & items	20 & 95



**Next Library Advisory
Committee Mtg: 08/26/24**

PUBLIC WORKS

Operations

- The Causeway Restroom project is still in the process of receiving quotes.
- HVAC for Fine Arts Center has been installed and is up and running.
- Three more inline check valves have been installed in Baywood Shores subdivision.
- **August 6:** “Dunedin Does Compost 2.0” pilot project presented at the Commission

Completed Projects

- Repaired and Replacement of Sidewalk (926 sf).
- Repaired utility cuts on street surfaces for Water and Wastewater (7 locations).
- Manufactured (17) and replaced (27) traffic signs.
- Repaired Stormwater structures (5) inlets, (2) pipes.

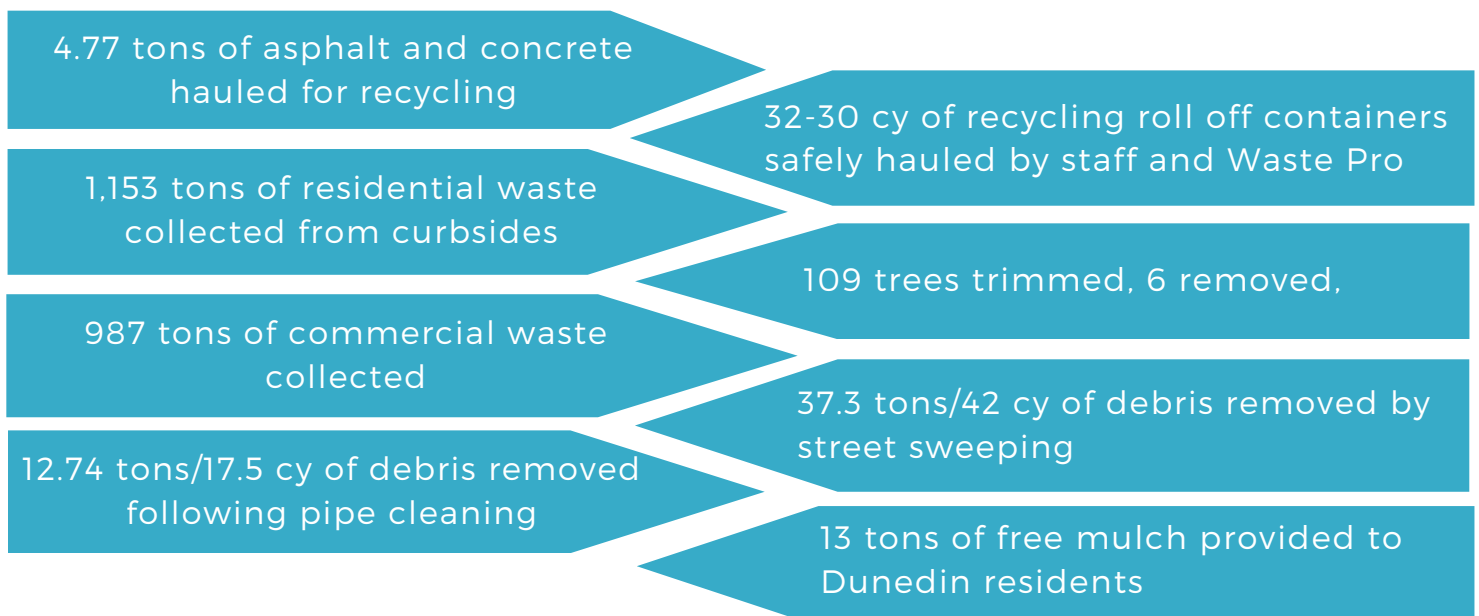
Stormwater Rate Study Schedule

- **July 11:** Second Reading of Ordinance 24-15 Stormwater Utility amending Sec. 78-174 (a) & 78-174 (e) of Ch. 78 Stormwater Fee (6-6-24). Stormwater Utility Rate Increase was approved for three years.
- More public information will be provided to inform our residents of the rate increases.

Vulnerability Assessment and Adaption Plan

- Data collection has begun and City staff is working with various department to collect asset classes.
- A website engage page was created for the Vulnerability Assessment & Adaptation Plan.
- **August 22:** *Protecting Our Coast: Facing Flood Risks Together* Public Workshop to be held at City Hall.

SUMMARY OF QUANTIFIABLE ACTIVITIES



ENGINEERING

Roadway, Drainage, and Interdepartmental Projects in Progress

- **Brady Drive Drainage:** Construction in progress.
- **Eagle Scout Park Pickleball Courts:** Construction in progress.
- **San Charles Dr. Drainage Improvements:** Plans, prepared in-house, are at 60%. Consultant, Jones Edmunds, to provide stormwater modeling support. JEA submit SWFWMD permit application.
- **Buena Vista Drive Drainage Improvements:** Survey complete. Completion estimated in 2025
- **FY24 Mill & Overlay Contract:** Construction complete with the exception of thermoplastic striping and traffic detection loops.
- **Pavement Management System RFQ:** Awarded to Roadway Management Technologies.
- **Washington St Flooding:** Under design by consultant DRMP. Final bid package in progress
- **Gabions Drainage System Repair:** Consultant, Pennoni and Associates, prepared 100% plans. Bids docs being prepared. Plans to be advertised for construction August.
- **Heather Ridge Control Structure:** Awarded to Shenandoah on June 17th. Agreement has been finalized and pre-construction meeting was held in mid-July.

Utilities Projects in Progress

- **Lift Station 20 Rebuild:** Construction in progress. Working on new Force main.
- **Lift Station 32 Rebuild:** Design complete. Awaiting FEMA/DEM approval & issuance of construction grant.
- **WWTP Electrical:** Bids received exceed cost estimates, twice. City evaluating options.
- **WWTP SCADA System Upgrades:** Award of bid scheduled for August 6th Comm. meeting.
- **WW Lift Station Control Panel / SCADA replacements (44 sites):** Construction ongoing.
- **Lofty Pines Septic Sewer Phase 1:** Project awarded to TLC. Awaiting material delivery.
- **WW Force Main Replacements:**
 - **FM 4** completed. Bayshore Blvd re-opened
 - **FM 2** President St - ongoing
 - **FM 10** Milwaukee to Orange St. - ongoing
- **WWTP Outfall Piping Repair:** Preliminary underwater TV of pipe done, cleaning to start 8/5.
- **WWTP Diesel Tank Replacement:** Preconstruction meeting held 7/26. NTP issued for 11/1.
- **WWTP Chlorine Contact Chamber Rehab:** Construction in progress. Wastewater by-pass operational. Contractor is restoring the walls.
- **Virginia Ave 12" Watermain Replacement:** Under design by Kimley Horn.
- **WWTP Denitrate Filter Rehab:** Reviewing 100% plans in preparation of bid advertisement.
- **WWTP RAS/WAS/Filter Feed Pump Replacement:** Under design by consultant.
- **WWTP Admin Hardening:** Issuing a service authorization to Harvard Jolly for evaluation
- **FY 24 Lift Station Rehabs:** Construction ongoing
- **New Production Well:** Service authorization issued to WSP for well site evaluation.
- **Patricia Ave WM Replacement:** Bid package is ready for advertisement.
- **Ranchwoods & Hitching Post WM:** Received FDEP permit. Compiling Final Plans & Specs.
- **Willow Woods WM Replacement:** Surveying completed, design in-house.

UTILITIES

WWTP Maintenance and Repairs

- Shamrock Coating removed existing coating system at the CCC tank; new coating coming soon.
- Conducted quarterly inspection of the WWTP emergency generator; found no issues.
- C&T Contracting on-site installed new reuse pump #1 at Curlew reuse station.
- Maintenance conducted quarterly valve exercising at the WWTP and reclaim stations.

Compliance

- The June 2024 Discharge Monitoring Report was submitted to FDEP 'in compliance'.
- DMRQA Study #44 Mandate by EPA is underway with external contracted laboratories

Activity	# completed
Manhole Repair	2
Clean-out Installs	21
Lateral Repairs	1
Lateral Liners	0
Flood Dome Installed/Replaced	0
Citizen Blockage Calls	9
Sunshine 811 Locate Tickets	273
Linear Feet Cleaned (Vac truck)	12,195 LF
Linear Feet Televised (TV truck)	5,810LF 32 setup
Lift Station Check Valves Cleaned	6

WWTP FLOWS

Influent Average Daily Flow	3.87M gal
Influent Monthly total Flow	119.86M gal
Reclaimed Water Avg Daily Flow	2.74M gal
Reclaimed Water Monthly Flow	84.84M gal
Final Effluent Avg Daily Flow	0.81M gal
Final Effluent Monthly total Flow	25.02M gal

WATER PRODUCTION

Average Daily Potable Flow	3.83M gal
Monthly Potable Water Prod	91.84M gal
Annual YTD Potable Flow	28.43M gal
Annual YTD Rainfall	21.47 in
May 2024 Rainfall	5.49 in

Water Production

- ICON Technologies onsite, worked on Feed pump VFD.
- Staff changed out second set of valves at Belcher pumping station.
- Ring Power on site, to repair generator oil leak.

Water Distribution

- Annual Backflow Program testing 60% complete (5153 tested YTD)
- Hydrant Program installed 0 new, 6 repaired, 1 replaced, 23 painted, and 40 flow tested.
- The Valve Program installed 4, replaced 1, repaired 0, exercised 203 potable/ total of 215 distribution plus 24 reclaimed valves for the calendar year.
- Large Meter Program is 62% complete with 49 meters tested, 0 new, 6 repaired, 3 replaced YTD
- The Line Locate Program has located 1981 Sunshine 811 locate tickets for calendar year.

Wellfield

- Applied Drilling started work to re-develop Wells #10, #51 and #55. Re-development will also be done on Wells #32, #52 and #53.
- Raw water main pigging contract awarded by the City Commission in July.
- The Well #1 Rehabilitation project was approved by the City Commission on April 2, 2024. Southeast Drilling has initiated construction.

FIRE RESCUE

Fire Prevention Division

- Hosted the FL West Coast Fire Association meeting at the EOC
- Conducted Fire Extinguisher Training at Palm Lake Village with positive feedback
- Coordinated donation of 2 pallets of water from Walmart on Main Street

Completed Projects

- None this month

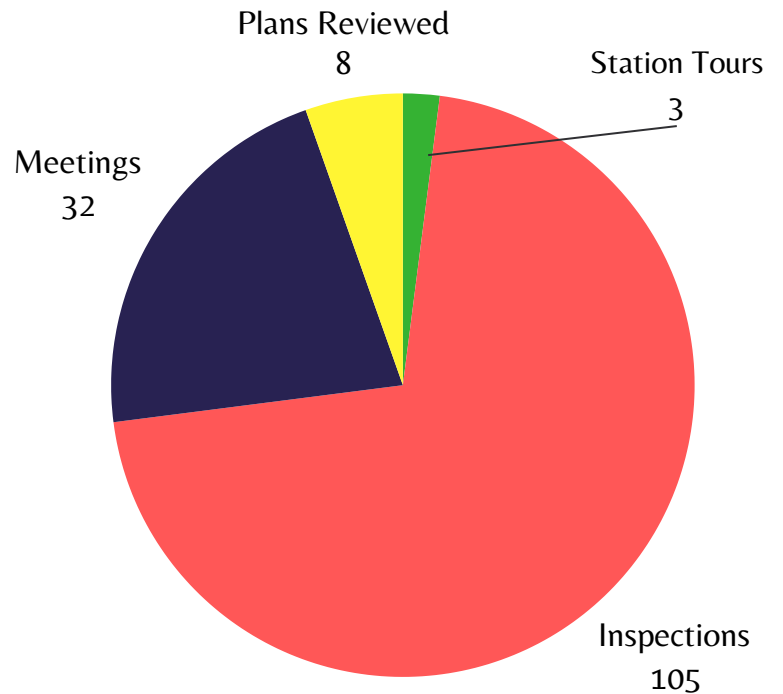
Current Projects

- 12 projects including new construction commercial, new construction condo, new mixed use, storage building, restaurant, and new build-out

Training and Safety Division

- Coordinated Annual Hose Testing at EOC/FTC
- Attended Pinellas County Active Assailant Train-the-Trainer Session
- Completed mid-year training hour tracker for all personnel

FIRE PREVENTION STAFF ACTIVITIES



A SHIFT COMPLETED 665 HOURS
B SHIFT COMPLETED 405 HOURS
C SHIFT COMPLETED 408 HOURS

DEPARTMENT TOTAL OF 1,478
TRAINING HOURS COMPLETED



Operations Division

- Crews responded to 818 incidents during the month of July
- Firefighter and Lieutenant Swearing-in Ceremony was held at City Commission Worksession (*see right*)
- One FF/P is on extend military leave until December
- One FF/P is on extended leave for on-duty injury



STRATEGIC PLANNING & SUSTAINABILITY



Strategic Planning

- **Completed July 9:** Strategic Project Plan presented to Commission
- **September:** Final presentation and report

Legislative Advocacy

- **August 15-17:** Florida League of Cities (FLC) annual conference will be in Hollywood, FL.
- Submitted Grant Application to FDEP for Water Quality Project (Gabion Project)

Community & Staff Impact

- Staff assessing Citizen Survey comments to identify priority projects/locations.
- Completed revision and update of Commission Onboarding program.
- **August 7-18:** Dignitary Travel to Scotland and Gift Exchange with Stirling Provost plus tourist agency visit collaboration with Visit St. Pete Clearwater (Sister City program).
- **Public Art Projects:**
 - 4 signal box wraps completed (3 on Patricia Ave; 1 on Main St)
 - Bronze Statue Repair quote and approval received; work to be scheduled asap.
 - **August 27:** Ribbon Cutting for Jay Walk Sidewalk Mural by Yhali Ilan

Sustainability

- Project Collaboration and Support: FGBC preliminary assessment for Aquatic Complex
- Presented USDA Composting Grant to Committee on Environmental Quality, presentation will be given to City Commission August 6.
- Pinellas Sustainability & Resilience Network fieldtrip to eSmart Recycling
- Quarterly Dunedin + Sierra Club Meeting
- Notified winners of the 2024 Dunedin Environmental Hero Awards, recognition will be given during the 9/5/24 Regular City Commission Meeting
- Attended the Better Boating Workshop for marine education and public awareness program hosted by Keep Pinellas Beautiful



Kudos!



From: Alana Bray
Sent: July 15, 2024
To: Chief Parks
Subject: **Fireman Danny Castillo**

Last week Fireman Dan Castillo came to Palm Lake Village to give a class to Senior Citizens on Fire Safety. He was completely thorough explaining the use of our fire extinguishers. His equipment assisted us to feel comfortable regarding use of a fire extinguisher. Dan answered all questions and was understanding to the Vintage villagers. However a person fell after the presentation and he showed his skills by attending to her. Fireman Dan makes Dunedin a great and safe place to live.

Alana Bray
President of the Tenant's Association

From: Patrick Prusak
Sent: July 25, 2024
RE: Lance Parris, Collection System Superintendent
Subject: **Upcoming Road Closures- Bayshore Blvd from San Salvador Dr. to Spring St.**

Kudos to Lance Parris for meeting with resident Shirley Pfeffer and coordinating with the contractor [regarding the road closure in front of her property]. His efforts have been invaluable. Thank you, Lance, for your exceptional work!

Patrick Prusack. PMP
Engineering Project Manager, City of Dunedin

Kudos!

From: Janice Miller

Sent: July 26, 2024

Subject: **Signage for serviceperson Jacob Miller at the Defending Freedom Arch**

Good Friday morning,

Thank you for your assistance, Lindsey! And thank you to our City Commission for welcoming our son [Jacob] back home from Japan following his 4 years of service to the US Navy!

Regards,

Janice & John Miller



From: City of Dunedin Engineering

Sent: July 29, 2024

To: Sue Bartlett, Director of Public Works

Subject: **Kudos to Public Services from Engineering**

I wanted to give kudos to Mark, Trevor, and their team for their swift help in setting up the "road closed, local traffic only" signs during the Bayshore Blvd closure. We had a lot of cars funneling through the side streets, and they quickly put out signs to help deter traffic from using those roads. We appreciate their help throughout the project. Thank you,

PATRICK PRUSAK, PMP

Engineering Project Manager, City of Dunedin

Kudos!

Dunedin placed 2nd for **“Best Hometown”** in the Tampa Bay Times *Best of the Best* People’s Choice Awards.



Resident in-person visit to Public Services
Monday, August 5, 2024
Subject: **President St./tree down**

Resident who lives at 241 President St. came by the office today. He wanted to say how impressed he was with the quickness of our crew showing up and clearing the sidewalk from the tree that fell at his home Sunday. Good job Public Services!